

Scribes reduce the data entry role of providers and allow providers to have more face time with patients; therefore, greater provider and patient satisfaction.

Scribe Workflow

Dynamic Documentation (DD) efficiently pulls in data from the chart and allows providers to create free text entries, for flexible and efficient clinical documentation.

➤ Chart Review/Pre-Visit Planning

- Review the patient's chart or conduct pre-visit planning with the provider.
 - From the **Ambulatory 2018 Workflow** mPage: Review lab, diagnostic, radiology results, etc.



➤ Creating and Inserting Auto-Text

- Auto-Text is particularly helpful in shortening the amount of typing required when documenting review of systems, history of present illness, and physical exams.
- See the flyer on [creating and managing auto-text](#) for more information.

➤ Problem List

Selecting **This Visit** diagnoses early in the visit workflow provides many benefits. This will populate the diagnosis to the Assessment & Plan section, populate suggested patient education topics, and allow for associating diagnosis' to orders placed more efficiently.



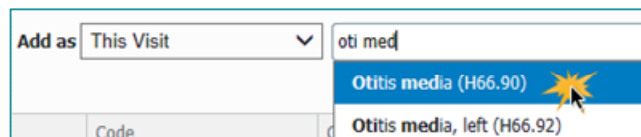
- **Adding a This Visit Diagnosis from Problem List**

- Click the **Problem List** component in the Ambulatory workflow menu.
- Select the **This Visit** check box of the appropriate problem(s) listed in the Problem list.



NOTE: All patients need at least one **This Visit** diagnosis after each visit.

- If more than one This Visit diagnosis, you can alter the Priority for the problems using the Priority drop-down arrow and selecting the number needed, as applicable
- **Search for and Add a Problem**
 - Click the **Add as** drop-down arrow. Choose one of the following:
 - **This Visit** to add as a This Visit diagnosis.
 - **Chronic** to add a chronic problem to the problem list.
 - **This Visit and Chronic** to add the problem as both to the problem list.
 - Click the **Add problem** search field.



- Use the 3x3 search method typing the first three letters of each word of the problem.
- Select the needed problem and it will populate in the problems list.

➤ Documentation

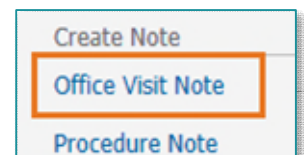
- In the **Ambulatory 2018 Workflow mPage**, utilize these steps to complete the sections of the note.
 - Click the arrow icon after **Selected Visit** for each of the following free-text components:
 - History of Present Illness
 - Objective/Physical Exam
 - Review of Systems
 - Assessment and Plan
 - The screen splits and places these free-text fields to the right side of the screen.
- Click within the **History of Present Illness, Review of Systems, Physical Examination and Assessment & Plan** components to document.



NOTE: It is important to click Save after documenting in each free-text component to avoid the risk of losing documentation entered.

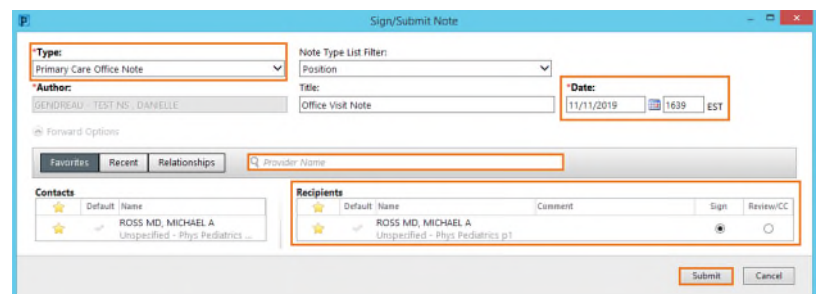
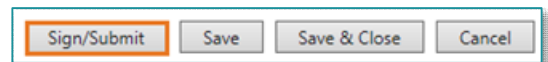
➤ Creating the Note

- Go to **Create Note** at the bottom of the workflow page menu, and select **Office Visit Note**, or other indicate note specific to the type of patient visit.
- The note will generate with documentation as performed above as well as other data that will automatically pull in from the chart.



➤ Signing the Note & Sending to Provider for Signature


- Select the **Sign/Submit** button.
- Ensure that the correct note **type** is chosen based on the specialty scribe work is done for and verify that the date is reflective of the date of service the patient is seen.
- Search for and select the provider the note should be sent to for signature from the provider search box.



NOTE: Clicking the yellow star to the left of the providers name, in the Recipients section, will save the provider to your favorites located on the far left so that they can be quickly added the next time.

- Click **Submit**.

➤ **Provider's Accessing the Note**

- From the **Message Center**:
 - Double-click the note from the **Documents** section in the inbox.
 - Click on the **Modify** icon in the tool bar to modify the contents of the note, make corrections, and add attestation. Select **Sign/Submit**. 
- From the **Documents** component on the workflow page:
 - In the In Progress section, click on the note once.
 - The note will open in its entirety. Modify the contents of the note, make corrections, and add attestation.
 - Click **Sign/Submit**.
 - Indicate a CC recipient as needed.
 - Click **Sign**.